

The first thing you will need is the new web address which is www.kirkleesbusinesssolutions.uk

2. You will automatically land on what's called the public portal, you can browse most things on here but once you are logged in it does give you more information and access to documents. One good feature on the public portal is the **CONTACTS** tab, where you can view all the contacts at a glance for not only the Service Providers but also a list of all schools contacts too.

3. **TO LOGIN FOR THE FIRST TIME** – Click the login at the right hand side and enter your user details. Your username is in your e-mail address, then if you select 'forgotten password' the system will automatically generate you a new password. You will be prompted to change this once you have signed in.

4. You should see now on your **HOMEPAGE** that it recognises who you are and your school.

5. **STORE** – this tab will show you all the services on offer to you. Please note that this button is not available to all roles and will only display if applicable to your role. You can view services from the Services Tab. Click into any of the services and browse the offer, look up contact details, what documents there are that may support you, and you can also buy that service by clicking add to shopping basket.

Or if you want to purchase all the services on offer to your school then click on the Start button in the Annual Order on the right hand side. You simply select/tick the services you require and add to the basket.

To complete your commitment to purchase, **click on the trolley/basket** at the top right.

You will see your selections split between Packages/Services and Training. This is because you may have someone else in school who is responsible for authorising Training.

Click **proceed to checkout**.

You can enter a purchase order number if you wish (not compulsory).

You must accept and **agree the Terms and Conditions** before proceeding further as you are in effect entering into a contract by committing to purchase.

You will then receive a confirmation e-mail of your purchases.

6. **Training** – You can browse all available courses, or filter by your role.

Click on the one you may be interested in and it will give you all the details. You can then select this course, select delegate from the drop down box or create new delegate if they do not already have a user account. This click **request**.

This will then go into your shopping basket ready to authorise and checkout.

7. **Resources** - This is the page where all documents and useful guides/policies/links etc. are kept. (This will replace OneHub)
8. **Communication** – You can send a message from here to a contact within the services or directly through to the helpdesk team.
9. **Setup** – You can create or amend users within this area. It is important to note the different access rights you allow people to have. As you don't want everyone being able to approve and checkout items within the shopping basket. This should only be done by the Headteacher/Bursar. We have already set these 2 users up within your school.

I hope you find it easier to navigate around the new system, it is very easy and intuitive. We are here to help if you get stuck, but don't worry, have a play and you can't break it!